

CHAPTER 12

MANAGEMENT SERVICES DEPARTMENT

1. **ESTABLISHED.** There is hereby created and established the Management Services Department which shall be so organized and administered as the City Manager shall from time to time direct, and which shall consist of the Assistant City Manager of Administration who shall act as the Director of Management Services and such other officers and employees as the Council may from time to time authorize.

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

2. **DIRECTOR.** There is hereby created the office of Assistant City Manager of Administration who shall act as Director of Management Services, the occupant whereof shall be appointed, and may be removed, by the City Manager at will. The Assistant City Manager of Administration shall report to the City Manager.

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

(AMENDED, Ordinance No. 2000-08, February 21, 2000)

3. **APPOINTMENTS AND RULES.** The Assistant City Manager of Administration shall be the appointing officer of the occupants of all classified positions assigned to said Department and may make reasonable rules, regulations and directives not in conflict with law or ordinance to govern and administer the activities and carry out the duties and responsibilities thereof, subject to the direction and control of the City Manager.

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

(AMENDED, Ordinance No. 2000-08, February 21, 2000)

4. **CITY CLERK.** There is hereby created the office of City Clerk, the occupant whereof shall be appointed, and may be removed, by the Mayor with the approval of Council. The Assistant City Manager of Administration shall make reasonable rules, regulations and directives not in conflict with law or ordinance to govern, administer and supervise the activities of the City Clerk, subject to the direction and control of the City Manager.

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

5. **DUTIES OF CITY CLERK.** The City Clerk shall act as Clerk of the Council and the Local Liquor Control Commission and shall be keeper of the City seal and of the code, ordinances, resolutions, minutes and other records and documents of the City, except those by law or ordinance required to be kept by others, all of which shall be indexed so as to be readily accessible, and shall perform such other duties and functions as may be assigned by the Council or the City Manager, under the supervision of the Director of Management Services. The City Clerk may also appoint, and remove, one or more persons as Deputy City Clerk, to perform such duties and have such rights and responsibilities as are provided by statute.

(AMENDED, Ordinance No. 96-68, October 21, 1996).

6. **DIVISIONS.** The Management Services Department shall consist of the office of Human Resources, City Clerk, and such other divisions as may be established by the City Manager. Other than the City Clerk, all division managers or directors shall be appointed, and may be removed at will. The Human Resources Director shall be the Equal Opportunity Officer for the City, subject to the direction of the Assistant City Manager of Administration.

(AMENDED, Ordinance No. 2009-39, May 18, 2009)

7. DUTIES OF THE DEPARTMENT. The Management Services Department shall, under the direction and control of the City Manager, have the following duties and responsibilities:

- (a) To recruit suitable persons for employment by the City in municipal service;
- (b) To assist the Civil Service Commission in testing candidates for appointment to, or promotion in, the classified service;
- (c) To administer and enforce the general personnel rules and policies of the City, and to assist the Civil Service Commission in the administration and enforcement of the rules of said Commission.
- (d) To develop, plan and execute training programs for employees;
- (e) To develop and execute programs to nurture and enhance better communication and understanding between the public and the employees and officers of the City in the public service;
- (f) To provide liaison and communication with public;
- (g) To develop and execute programs to serve and make effective the policy of the City concerning employment, housing, human recognitions, social and environmental betterment and other human relationships and sociological concern;
- (h) To support and assist the programs and operations of the Human Relations Commission, as directed by the City Manager.
- (i) To keep and preserve the official records of the City and all deeds, bonds, contracts, notes, mortgages, warrants, books and papers of the City, except those directed by law or ordinance to be kept elsewhere, and keep records thereof;

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(j) To develop procedures, prepare and monitor the implementation of the annual budget, including performance measures as well as the fiscal compliance measures established by the Finance Department;

(k) To assist departments and divisions of the city government in developing improved methods for service delivery and to conduct performance audits of city programs as directed by the City Manager; and,

(l) To perform such other duties and functions as may be assigned from time to time by the City Manager.